Defining a User

This subsection covers the following topics:

- User Function
- User Maintenance
- Adding A User Record
- Adding a User Profile
- Displaying Log of User Activity
- Display User Cross Reference Information
- Copying a User Definition
- Deleting a User Definition
- Display User Definition Log Information
- Modifying a User Record
- Modifying a User Profile

User Function

The User function enables the system administrator to grant User access to Entire Output Management by creating and modifying User IDs with their passwords and authorization profiles.

Users are defined in Entire Output Management for the following purposes:

- Security
- Distribution Lists
- Logging

  Every User in Entire Output Management is associated with a User Definition composed of:

- **User Record**
  The User Record contains details about the User such as User ID, name, phone number, job title, etc.
- **User Profile**
  The User Profile contains a list of functions the User is authorized to perform and some defaults.

User Maintenance

- User Maintenance Screen
- Special PF Keys
- Available Line Commands
- Column Headings

▶ **To define default parameters for Users**

- Enter **2** in the command line of the System Administration Menu and press Enter.

  The User Maintenance screen appears.

  ### User Maintenance Screen

```
  09:52:08              **** Entire Output Management ****        13/11/1999
 User ID GHH                   - User Maintenance -

 Cmd User ID  Name                                                Phone
 ___ _____ _____ _____
 __   BF      Fricke, Bernhard                                    1362
 __   GHH     Hahn, Gerrit                                        1367
 __   GW      Wagner, Gerhard                                     1366
 __   MSN     Stephan, Martina                                    1785
 __   RW      Warns, Ruediger                                     1372
 __   USABW   Warwick, Barry                                      4405
 __
 __
 __
 __
 __
 __
 __
 __
 __
 __
 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Add   Exit  Flip               -     +                     Menu
```

This screen lists all Users defined in Entire Output Management. The Users are displayed in alphabetical order according to their User IDs.

▶ **To display only User IDs that start with a given prefix**

● Use an asterisk ***** to enter selection criteria in the User ID field.

Special PF Keys

PF Key	Function	Explanation
PF2	Add	Define a new User.

Available Line Commands

Command	Explanation
CO	Copy a User definition (User Record and User Profile).
DE	Delete a User definition.
DI	Display a User definition.
FO	Maintain a User's folder.
LO	Display Log information for User definition.
MO	Modify a User Record.
UL	Display all log records of User activity.
UP	Modify a User Profile.
XR	Cross reference of a User. Displays all related objects.

Column Headings

- **Cmd**
  Enter one of the above line commands.
- **User ID**
  The IDs of the Users.
  You can display only those User IDs that begin with a given prefix by using an asterisk * to enter selection criteria in the field immediately below User ID.
- **Name**
  The names of the Users.
- **Phone**
  The telephone numbers of the Users.

Adding A User Record

- Define User Screen
- Special PF Keys
- Field Descriptions

The User Record contains details about the User such as User ID, name, phone number, job title, etc.

▶ **To ADD a new User Record**

- Press PF2 (Add) on the User Maintenance screen.

  The Define User screen appears.

Define User Screen

```
  09:58:05                **** Entire Output Management ****          12/11/1999
 User ID GHH                      - Define User -

  User ID ...... _____

  First Name ... _____
  Last Name .... _____ Title .. _____
  Address ...... _____
                 _____
                 _____
  City ......... _____
  Country ...... _____ Postal Code .. _____

  Dept No ...... _____ Dept Name ... _____
  Location ..... _____
  Organization . _____
  Work Phone
     Country ... __  Phone .. _____    Extension .. _____
  Home Phone
     Country ... __  Phone .. _____

  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip  Do   Undo              Profl             Menu
```

On this screen, you can enter User ID and name to create the User Record. You can also enter further information for the User.

Special PF Keys

PF Key	Function	Explanation
PF9	Profl	Press this key to display the User Profile Definition screen and modify Profile parameters.

Field Descriptions

- **User ID**
  Enter the User ID. The User ID uniquely identifies a User in Entire Output Management and is used for security and for Report distribution. The User ID must be identified to the security package in your installation, if you have one, for example: RACF, TOP-SECRET, unless the profile field ESY User is set to N.
- **First Name**
  Enter the User's first name.
- **Last Name**
  Enter the User's last name.
- **Address/City/Country/Postal Code** (optional)
  Enter the User's address.
- **Title** (optional)
  Enter a title for the User, for example: President, Materials Manager, Dr., Ms., Mr., etc.
- **Dept No** (optional)
  Enter the number of the department where the User works.
- **Dept Name** (optional)
  Enter the name of the department where the User works.
- **Location** (optional)
  Enter location of office where the User works.
- **Organization** (optional)
  Enter the name of the organization for which the User works.

Work Phone

- **Country** (optional)
  Enter the international dialing code for the User's telephone at work.
- **Phone** (optional)
  Enter the number for the User's telephone at work.
- **Extension** (optional)
  Enter the extension number for the User's telephone at work.

Home Phone

- **Country** (optional)
  Enter the international dialing code for the User's telephone at home.
- **Phone** (optional)
  Enter the number for the User's telephone at home.

Adding a User Profile

- User Profile Definition Screen
- Field Descriptions

The User Profile contains a list of functions the User is authorized to perform.

▶ **To ADD a new User Profile**

- Press PF9 (Profl) on the Define User screen.

  The User Profile Definition screen appears.

User Profile Definition Screen

```
  12:48:44              **** ENTIRE OUTPUT MANAGEMENT ****              2000-07-24
 User ID UKSJU               - User Profile Definition -

 User ID .. BDE
 Name ..... Dreesen, Hardy

 User Type       (A/G) A   Confirm         (Y/N) N   Editor Prefix   (Y/N) Y
 Language Code   (1/2) 1   Auto-Commit     (E/I) E   Editor PF-Keys  (Y/N) Y
 ESY User        (Y/N) Y

 Report         (D/M/P) P  Active Reports (D/M/P) P  Archive         (Y/N) Y
 Bundle         (D/M/P) P  Active Bundles (D/M/P) P  Revive          (Y/N) Y
 Distrib. List  (D/M/P) P  Printouts      (D/M/P) P  Flush Bundle    (Y/N) Y
 Printer        (D/M/P) P

 Phys. Printer  (D/M/P) P  Archive Admin.  (Y/N) Y   Monitor Startup (Y/N) Y
 Calendar       (D/M/P) P  System Defaults (D/M) M   Monitor Shutdwn (Y/N) Y
 User           (D/M/P) P  Restrict Abun.  (Y/N) _   Abun list format(1/2) _
                           Displ.long names (Y/N) _  Display Mon-Log (Y/N) Y


 Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help          Exit  Flip  Do    Undo                            Menu
```

This screen lists the functions permitted to the User.
To the right of each function there is a list of permitted values.

Field Descriptions

- **User ID**
  ID of User whose profile is being defined.
- **Name**
  The User's name as entered on the Define User screen.
- **User Type (A/G/O)**
  ○ Enter **A** to grant System Administrator status.
  ○ Enter **G** to grant status as a General User.
  ○ Enter **O** to grant status as an Operator. An operator has the same rights as a general user with the addition that he or she may manage objects in the printout queue without having explicit authorization for them.
- **Language Code (1/2)**
  Specify the language code for the user interface
  ○ 1 English
  ○ 2 German.
- **ESY User**
  Is the User ID defined in the external security system? Enter **Y** (yes) or **N** (no). (See also the field description for Use Owner ID).
- **Confirm (Y/N)**

Enter **Y** to open a window requesting confirmation of deletion.
Enter **N** to suppress window.
- **Auto-Commit (E/I)**
Enter **E** (explicit) to open a window requesting confirmation of modifications.
Enter **I** (implicit) to commit modifications automatically.
- **Editor Prefix**
Enter **Y** to display the six columns with line numbers on the left-hand side of the Editor screen when browsing Active Reports. Enter **N** to suppress display.
- **Editor PF Keys**
Enter **Y** to display the PF key assignments at the bottom of the Editor screen when browsing Active Reports. Enter **N** to suppress display.

Enter **D**, **M** or **P** in the appropriate field to grant the User authority to perform these functions:

Code	Function
D	Display Only
M	Display and Modify Only
P	Display, Modify and Purge

on the following objects:

- Report · Active Bundles
- Bundle · Printouts
- Distribution List · Physical Printer
- Printer · Calendar
- Active Reports · User

Enter **Y** in the appropriate field to grant the User authority to perform the following functions. Enter **N** to disallow them:

Enter **N** to disallow them:

- Display Monitor
- Archive
- Revive
- Flush Bundle
- Archive Administration
- Monitor Startup
- Monitor Shutdown
- Monitor Display
- System Defaults (D/M)
Enter **D** to grant the User authority to **display** the System Defaults.
Enter **M** to grant the User authority to **modify** the System Defaults.
- Restrict Abun (Y/N)
Enter **Y** if users are allowed to display and add reports only into active bundles to which they are authorized.
- Abun List Format (1/2)
This profile setting governs the behaviour of active bundle list wildcard selection. If set to **1** (the default) the user is presented a pop-up list of matching active bundle names from which he may select one. Active bundles with the selected name are then listed. If set to **2**, all matching active bundle names are listed.
- Display Long names (Y/N)
Enter **Y**, if you want the system to display long report and bundle names consisting of 25 alphanumeric characters as a maximum (see System Defaults), otherwise enter **N**.

If long-name display is not supported by the system, this field will be automatically set to **N** and then it cannot be overwritten.

- Display Mon-Log (Y/N)

Displaying User Activity Log

- Log Display for User Screen
- Special PF-Keys
- Column Headings

▶ **To display log information about the activity of a User**

- Enter UL in the two-character command line preceding the appropriate User and press Enter.

  If long report and bundle names are to be displayed by the system (see settings in System Defaults and Adding a User Profile), the screen Log Display for User Screen takes the following form:

Log Display for User Screen

```
  16:10:28                **** ENTIRE OUTPUT MANAGEMENT ****             2000-11-14
 User ID GHH                 - Log Display -For User GHH

   Date       Time    Object                    Message
 _____   _____  _____
  20001114 11:30:34                          USER LOGGED ON
  20001113 17:01:42                          USER LOGGED OFF
  20001113 16:35:13                          USER LOGGED ON
  20001113 11:52:31                          USER LOGGED ON
  20001113 11:51:54                          USER LOGGED OFF
  20001113 11:26:06                          USER LOGGED ON
  20001113 11:24:24                          USER LOGGED OFF
  20001113 10:59:10                          USER LOGGED ON




 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip              -     +     Ext   <     >     Menu
```

Pressing PF9 (Ext) you can switch to short names display:
Then the screen Log Display for User will take the following form:

```
  16:16:25            **** ENTIRE OUTPUT MANAGEMENT ****            2000-11-14
 User ID GHH                - Log Display -For User GHH

   Date       Time   Object                    Message
  _____   _____  _____
   20001114 11:30:34                           USER LOGGED ON
   20001113 17:01:42                           USER LOGGED OFF
   20001113 16:35:13                           USER LOGGED ON
   20001113 11:52:31                           USER LOGGED ON
   20001113 11:51:54                           USER LOGGED OFF
   20001113 11:26:06                           USER LOGGED ON
   20001113 11:24:24                           USER LOGGED OFF
   20001113 10:59:10                           USER LOGGED ON




 All
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help        Exit  Flip             -     +     Ext   <     >     Menu
```

These screens display a log of all activity performed by the User selected.

Special PF-Keys

PF Key	Function	Explanation
PF10	<	Scroll to the left.
PF11	>	Scroll to the right.

Column Headings

- **Date**
  The date of the activity performed.
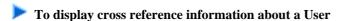- **Time**
  The time of the activity performed.
- **Object**
  The entity on which the User performed the activity.
- **Message**
  A description of the activity performed.

Display User Cross Reference Information

▶ **To display cross reference information about a User**

1. Enter XR in the two-character command line preceding the appropriate User and press Enter.

   The XREF of User window for the selected User opens:

```
  10:32:29                 **** Entire Output Management ****         12/11/1999
  User ID GHH                      - User Maintenance -
       +--------------------------------------------------+
 Cmd U !                     - XREF of User -              !    Phone
 ___ _ !                          GHH                      ! __ _____
 __  B !                                                   !
 __  D !  M  Relation Type                    Number       !
 __  D !  _  _____  _____      !
 __  E !  _  Authorization Report                 358      !
 __  G !  _  Authorization Bundle                  16      !
 __  G !  _  Authorization Printer                 20      !    06151-92-1367
 __  G !  _  Authorization Distribution List        2      !
 __  H !  _  Report Definition (Distribute to)    189      !
 __  H !  _  Coordinator-ID (Bundle Definition)     16      !
 xr  J !  _  Member of a Distribution List           1      !    06151-92-1473
 __  J !                                                   !
 __  L !  PF3 = Exit                                       !    06151-92-1234
 __  M +--------------------------------------------------+
 __    MRSD     Roser, Markus                                   06151-92-1333
 __    MRSM     Roser, Markus
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip               -     +                       Menu
```

Displays entities related to the User ID.

The entities are grouped according to the categories listed in the window above. If a category contains entities related to the User ID, you can mark that category in the **M** column with any character.

2. Mark the category for which cross reference information is to be displayed and press Enter.

A window opens listing all entities of the selected type to which the User is linked:

```
  10:57:24                 **** Entire Output Management ****         12/11/1999
  User ID GHH                      - User Ma +--------------------------------+
       +----------------------------- !              Object              !
 Cmd U !                     - XREF of User ! _____           !
 ___ _ !                          GW        ! PWR-EMPL-STD2-S             !
 __  B !                                    ! PWR-EMPL-STD3-D             !
 __  D !  M  Relation Type                  ! PWR-EMPL-STD3-D2            !
 __  D !  _  _____   ! UEX-ADDFP-OPEN             !
 __  E !  x  Authorization Report           ! UEX-CARS-STD1              !
 __  G !  _  Authorization Bundle           ! UEX-CARS-STD2              !
 xr  G !  _  Authorization Printer          ! UEX-CREATE                 !
 __  G !  _  Authorization Distribution     ! UEX-EMPL-STD1              !
 __  H !  _  Report Definition (Distrib     ! UEX-EMPL-STD2              !
 __  H !  _  Coordinator-ID (Bundle Def     ! UEX-GO                     !
 __  J !  _  Member of a Distribution L     ! UEX-INSL-ADDP              !
 __  J !                                    !                            !
 __  L !  PF3 = Exit                        ! All                        !
 __  M +----------------------------- ! PF3 = Exit PF7 = up PF8 = down   !
 __    MRSD     Roser, Markus          +--------------------------------+
 __    MRSM     Roser, Markus                                99/8888888888
 Top Of Data
  Command => _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip               -     +                       Menu
```

Copying a User Definition

- On the User Maintenance screen, enter CO in the two-character command line preceding the User you want to copy and press Enter.

  The Copy User Definition window opens.

▶ **To copy the User**

- Type the name of the target User in the input field provided and press Enter.

  A message confirms:

  ```
  User copied successfully
  ```

Deleting a User Definition

- On the User Maintenance screen, enter DE in the two-character command line preceding the User you want to delete and press Enter.

  If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the User ID again.

▶ **To delete the User**

- Type the User ID in the input field provided and press Enter. A message confirms:

  ```
  Object deleted
  ```

Display User Definition Log Information

- On the User Maintenance screen, enter LO in the two-character command line preceding the User definition for which you want to display log information and press Enter.

  The Log Display screen appears for the User definition selected.

- You can display more information about a log entry by entering the IN line command in the two-character command line preceding the entry and pressing Enter.

  For further details, see the subsection LO- Display Log Information for an Object and the Log Display for User screen of the Entire Output Management Reference Documentation.

Modifying a User Record

- On the User Maintenance screen, enter MO in the two-character command line preceding the User you want to modify and press Enter.

  The Define User screen appears for the User you have selected.

- You can modify the data displayed by simply entering new data in the input fields. When you have finished modifying the User Record, press Enter to save your modifications.

  A message confirms that the User Record has been successfully modified.

Modifying a User Profile

- On the User Maintenance screen, enter UP in the two-character command line preceding the User you want to modify and press Enter.

  The User Profile Definition screen appears for the User you have selected.

- You can modify the data displayed by simply entering new data in the input fields. When you have finished modifying the User Profile Definition, press Enter to save your modifications.

  A message confirms that the User Profile has been successfully modified.